



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OKLAHOMA ARMY AND AIR NATIONAL GUARD
2ND BATTALION (GS) 189TH REGIMENT (RTI)
6500 NORTH KELLEY AVENUE
OKLAHOMA CITY OK 73111-7853
(405) 475-1500 OR DSN 628-5000

OKRTI-GS

2 January 2007

MEMORANDUM FOR Students Scheduled to Attend the Small Group Instruction Training Course at the Oklahoma Regional Training Institute

SUBJECT: Welcome Memorandum for Small Group Instruction Training Course, Training Year 2007

1. Congratulations on your selection to attend the Small Group Instruction Training Course (SGI). During this course, we will require you to be attentive in class, apply yourself during practical exercises and be prepared for each class. You are required to attend the entire course (no absences) and pass the final presentation to receive credit for this course. We will do our utmost to see that your time at the Oklahoma Regional Training Institute (OKRTI) is productive, and that you will be an even greater asset to your unit when you return. Information about the OKRTI can be accessed on our website at: <http://www.ok.ngb.army.mil/RTI/index.htm> or <http://www.okrti.com>

2. REPORTING/DEPARTING:

a. Course training dates are: 3-4 Mar 07, 14-15 Apr 07 & 5-6 May 07.

b. Students will report no later than 0730, 3 March 2007 to the Education Center, 6500 N. Kelley Avenue, Oklahoma City, Oklahoma for in-processing with the following items in your possession:

(1) TASS Unit Pre-Execution Checklist, TRADOC Form 350-18-R-E, dated Oct 04. It must be completed and signed by your Commander only, no signature authorities allowed.

(2) DA Form 705 APFT Scorecard, dated within 1 year of report date.

(3) Copy of orders or "A4" Screen from ATRRS.

(4) DA FORM 1059 or a Certificate of Training from a TRADOC-approved Instructor Training Course.

c. If you live outside a normal commuting distance, quarters will be available prior to 1900 hours Friday evening for early arrivals. Please notify the Billeting Office if that is your intention. The telephone number is COM 405-475-1800/1532 or DSN 628-1800/1532.

3. TRANSPORTATION: It is the responsibility of the student's unit to provide transportation to and from the course, if Privately-Owned Vehicle (POV) is not utilized. POV and military vehicles must be parked in the south parking lot area next to the billets. Students will not use the parking lot adjacent to the Education Center.

4. UNIFORM/EQUIPMENT: Uniform for in-processing is the Improved Physical Fitness Uniform (IPFU). Classroom uniform is the Battle Dress Uniform (BDU) or Army Combat Uniform (ACU), worn in accordance with AR 670-1. Students should bring writing implements and a 1.5 inch 3-ring binder for class materials.

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5. MEALS AND FINANCE: Meals will be provided by the OKRTI Regimental Dining Facility at no charge. All pay and allowances are the responsibility of your unit, unless otherwise specified on appropriate orders. Army Reserve (USAR) students are required to bring a completed DA Form 1380 from their parent unit for signature by the OKRTI staff.

6. BILLETING: The OKRTI has a billeting facility operated by a Non-Appropriated Billeting fund. All quarters are chargeable. Students will be housed in one-person rooms at a cost of \$15.00 per individual per night. Direct billing will be submitted to OKDCSOPS-T for Oklahoma National Guard students. However, USAR students will be required to pay room charges up front by Government credit card or cash and then request reimbursement at their home unit by submitting a travel voucher (DD Form 1351-2).

7. ADDITIONAL INFORMATION:

- a. Students should bring adequate funds for personal needs.
- b. The OKRTI administrative telephone number is 405-475-1500/1402.
 - (1) Messages can be phoned in for you during the hours of 0700-1630.
 - (2) Collect calls will not be accepted for any reason.
- c. Illegal drugs and firearms are prohibited.

8. PREREQUISITES FOR COURSE ATTENDANCE:

a. Student prerequisites for attending this course are certification and graduation from a TRADOC-approved Instructor Training Course and selection or pending selection as a military instructor.

b. Students must meet weight and physical fitness standards IAW AR 600-9 and AR 350-1. A weigh-in will be conducted during in processing. All personnel failing to meet the height/weight requirements of AR 600-9 will be denied enrollment.

9. POC is SFC Hilario Jimenez, Course Manager, at COM 405-475-1310 or DSN 628-1310.

FOR THE COMMANDER:

Raymond E. Moon
MSG, OKARNG
GS Operations SGT